



Property Professionals, Inc.

421 S. Seguin Ave. New Braunfels, TX 78130

Tel: (830) 625-8065 Fax: (830) 625-3633

www.PropertyNB.com

Rental Qualifying Criteria

Thank you for applying with Property Professionals, Inc. (PPI). We are committed to complying with all applicable laws, including Fair Housing laws, and prohibit discrimination based on color, race, religion, gender, marital status, national origin or ancestry, physical or mental disability, medical conditions, sexual orientation, age or any other consideration made unlawful by federal, state or local laws.

1. **APPLICATION**- An application must be completed and signed by each individual over 18 years of age applying for residency. Omissions and false information may be grounds for application denial. **A non-refundable application fee per person is required for processing and reviewing applications. All application fees must be paid before an application is processed for approval. Note: All applicants must fill out a pet profile/application (fee applies for pets) on our third-party website. A link is provided in the online application.**
2. **IDENTIFICATION** – A copy of your driver’s license, state picture I. D., Visa or Passport will be required.
3. **RENTAL HISTORY** – Current and previous rental history must be verifiable from an unbiased source. Any unpaid rental collections, evictions, property damage beyond normal wear and tear, or refusal to re-rent by previous landlords shall be grounds for denial. Relatives are not acceptable forms as rental references.
4. **INCOME REQUIREMENT** – Applicants may be denied if income does not exceed 3 times the amount of the monthly rent. Income must be verifiable from an unbiased source (i.e. paystubs from employer, and tax returns). Unemployment compensation, alimony and child support will not be considered income unless you can show a valid court order that requires payments to be made and a proven history of consistently receiving payments. If applicant is self-employed, applicant must submit a CPA prepared tax statement or last 12 months bank statements, and tax return. Employment history must be verifiable for minimum of 2 years w/ current employer or 4 years total.
5. **CREDIT** – A credit check will be performed and used for approval. Your credit report must show trade lines demonstrating your ability to meet your financial obligations. Applications may be rejected for unpaid collections or judgments, amount owed on delinquent accounts, amount past due on accounts, number of accounts delinquent, history of debt “write-off’s”, too few accounts rated “current”.
6. **CRIMINAL HISTORY** – A criminal background check will be performed and used for approval for any applicants/occupants over 17 years of age. We will conduct individualized assessments that take into account mitigating factors, such as facts & circumstances surrounding the criminal conduct, age at time of conduct, evidence of good tenancy before and after conduct, nature & severity of conviction and the amount of time that has passed since the conviction. Criminal history which indicates that an applicant’s tenancy would constitute a direct threat to the health or safety of other individuals or whose



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tenancy could result in substantial physical damage to the property of the owner or others will result in rejection of the application.

7. **AGENCY DISCLOSURE** - PPI agents are acting as agents for the landlord and do not represent prospective tenants. Although PPI agents show “for lease” properties to prospective tenants, they are not acting as tenant representatives.

8. PPI reserves the right to reject any application due to any one of or a combination of the following, without limitation:
False or insufficient application information; credit score of 599 or less, credit showing delinquent accounts with collection balances due; foreclosures, bankruptcies, liens against the applicant for taxes or child support, judgments against the applicant for evictions or property damage; rental history showing excessive late payments, NSF checks, property damage, lease violations; Income shortages less than the required 3x times monthly rent; conviction of illegal manufacture or distribution of a controlled substance.

9. **Resident Benefit Package** - The Resident Benefit Package is designed to provide convenience and professional services to our Residents. By applying, Resident(s) agree to be automatically enrolled in the program and agrees to pay an additional \$29 per month, payable with rent.

PPI’s standard residential qualifying criteria are subject to change from time to time without notice.

Signing this acknowledgement indicates that you have had the opportunity to review the Landlord’s tenant selection criteria. If you do not meet the selection criteria or provide inaccurate or incomplete information, your application may be rejected and your application fee will not be refunded